

# ABDULLAH ALZAWAD

## EDUCATION

Kaplan English School  
2014/2015

B.S BUISNESS ADMINISTRATION / MANAGEMENT  
Robert Morris University 2016/2019  
GPA 3.27 named to the School of Business Deans  
list for five semesters.

## EXPERIENCE

## CONTACT

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+966 502642491

Dammam, SA

## PROFILE

Seeking a challenging position to launch my career in a high-level and professional environment where I can demonstrate my knowledge and skills while contributing to the organization's progress and gaining new experience.

## SKILLS

- Copywriting.
- fluent in English.
- Critical thinking.
- Problem solving.
- Email/Data entry.
- Team Player.
- Time management.
- Basic computer skills.

### Sales and Operation Coordinator / FULL TIME

Safeway Express Cargo  
OCT 2020-DEC 2020

- Answering calls.
- Solving Problems.
- Schedule shipping at the office to deliver the shipment to clients on time.
- Convincing the Customer to be our member.
- Follow up with shipping to make sure packages get to the clients on time.
- Making daily reports on Excel.

### Supply Chain Coordinator/ FULL TIME

Simple Solutions Company for industry  
JAN 2021 - JUL 2021

- Acting as liaison between the supplier and our clients.
- Choosing the best suppliers to buy our products from.
- following up with the vendors to speed up the delivery.
- Making requests to our manufacture to work on our clients requests.
- Choosing the best quality products by searching different suppliers and vendors.